

# Philip Niedzwiadek, CPA

<http://Niedzwiadek.ca/>

## OBJECTIVE

To leverage a variety of different data sources to optimize financial and operational performance, and communicate them to designated decision makers with technical solutions.

## PROFILE

- Active interest in using information systems in a creative manner for productivity purposes and a strong desire to learn about enterprise information systems; actively learning Python, SQL, PHP and JavaScript to better understand how to better leverage large amounts of data from the web
- Technically proficient with Microsoft Word, Excel, Power Point, Access and Dynamics 365 F&O; Google Docs, Sheets, Slides, Drive; Various SAP Modules, Kofax Markview; Caseware, Sage, Simply Accounting, QuickBooks, Sage; DT Max, Tax Prep; iMIS
- Outstanding problem solving, analytical skills, attention to detail and peer coaching, as exhibited by work experience as a public accountant at Frouin Group in a financial reporting role and senior financial and systems analyst at Conference Board of Canada
- Proven communication skills with external clients and a many internal departments with the federal and municipal government, and corporations
- Completed Bloomberg Essential Market Sector Exams for commodity markets, equity markets and foreign exchange markets
- Upwards of ten years frontline customer service experience with responsibilities in account services, federal tax collection and public recreation
- Proven leadership, teamwork, interpersonal skills in academic, recreational, office and lifesaving settings with individuals of all ages
- Fluent in English and Polish, proficient in French (high school, extended level); proven through customer service experience and strong desire to continue learning French by practicing in a professional French speaking work environment
- Basic web design skills using WordPress, Wix platforms, Flask Python library, Bootstrap framework and basic JavaScript; Basic video and audio editing skills using Windows Movie Maker

## EDUCATION

### Chartered Professional Accountant (CPA) Designation

Sept 2018

Specialization in audit and performance management

### Bachelor of Commerce, Honours, concentration in Accounting

Sept 2010 - Dec 2015

Carleton University, Sprott School of Business, Ottawa, Ontario

## WORK EXPERIENCE

### Systems Analyst/Corporate Financial Analyst

Jul 2019 – Apr 2021

Conference Board of Canada, Ottawa, Ontario

- Prepare yearly budget, monthly forecasts and cash flow analyses for the corporate departments then following up monthly with financial reports, variance analyses and a review of KPIs; monthly risk and scenario analyses were included after the COVID-19 outbreak
- Supporting financial month end and year end audits by validating departments' monthly closure by creating and reviewing entries (accruals, adjustments and fixed asset depreciation) and preparing account reconciliation on a monthly basis for specific accounts
- Closing out our Niagara satellite office in the wake of the COVID-19 economic downturn by recognizing remaining project revenues, resolving remaining liabilities, reconciling deferred revenues, writing-off remaining assets and coordinating delivery of remaining records and assets back to the Ottawa head office
- Lead the weekly integration of ERP (MS D365) and CRM systems (iMIS) and troubleshoot integration errors
- Leading my team in requirements gathering for a new CRM system and Financial Planning and Analysis (FP&A) tool, and currently leading the implementation for the FP&A tool
- Test and validate MS D365 improvements in the testing environments and ensure that they have been transferred to production successfully
- Assist in leading the finance team in executing the semi-annual MS D365 Finance & Operations ERP upgrade
- Identify issues and implement improvements to streamline accounting processes, leading to system design changes

### Senior Staff Accountant

Jan 2017 - Jun 2019

Frouin Group Professional Corporation, Ottawa, Ontario

- Apply a general knowledge of Canadian GAAP (ASPE & ASNFPO)
- Using Caseware to complete notice to reader compliance engagements, review engagements and audit engagements from start to finish
- Reconciling accounts in every accounting cycle, correcting errors and misstatements, and following up with clients of discrepancies
- Completing personal, corporate and sales tax returns, and maintaining and referencing the working paper files
- Performing management inquiry, analytical procedures, and a variety of audit testing for review and audit engagements
- Peer coaching sessions for completion for notice to reader engagements, corporate tax filing and personal tax filing

### Bookkeeper

Jun 2016 - Dec 2016

Laurier Optical, Ottawa, Ontario

- Reconcile and post journal entries for daily sales and bank deposits in Sage accounting software
- Researching and complying to CRA sales tax regulations to thereafter calculate and file HST/GST and QST returns
- Performing bank reconciliations using Sage accounting software and following up on any discrepancies
- Keeping well organized electronic and physical records for future financial audits

**Translation Manager****May 2016 - Aug 2016**

Osmosis, Online Medical Learning Start-Up

- Corresponding with international medical translators to translate subtitles for YouTube and WikiMedia videos
- Posting subtitles in foreign languages to YouTube videos and WikiMedia videos
- Posting videos with foreign language Wikipedia pages on YouTube

**Compliance Officer****May 2013 - Aug 2014**

Debt Management Call Center, Ottawa Technology Center, Canada Revenue Agency, Ottawa, Ontario

- Educate the taxpayer through a service oriented rehabilitative approach in order to obtain good filing and payment habits in the future
- Arrange for the filing of any outstanding GST return(s) and obtain payment in full of any outstanding or anticipated balances
- Recognize accounts requiring complex actions and referring these accounts to the appropriate Tax Services Office or National Pool
- Provide information about the taxpayers' responsibilities

**Accounts Payable Clerk****May 2012 - Aug 2012**

Accounts Payable, City of Ottawa, Ottawa, Ontario

- Utilized SAP and Kofax Markview to process and pay PO and Non-PO invoices as well as credits
- Liaised with both vendor and multiple internal stakeholders who requested goods/services to analyze and solve discrepancies
- Filed invoices and credits utilizing proper procedure and documentation for future audits

**Head Lifeguard/Lifeguard/Swim Instructor/Customer Service Representative****Sept 2008 - Sept 2018**

Canterbury Recreation Complex, City of Ottawa, Ottawa, Ontario

- Supervisor on shift; responsible for overseeing up to six lifeguards or instructors
- Responsible for teaching all ages water safety, swimming, diving, lifesaving, first aid, and aqua fitness
- Ensuring that all safety standards are followed, solving administrative problems, addressing client concerns and complaints, and mentoring and training new inexperienced employees
- Processing regular admission payments and registrations; documenting the float balance at the beginning and ending of each shift
- Team leader; emphasis on strong teamwork and leadership skills in a high stress environment

**EXTRA-CURRICULAR/VOLUNTEER****Treasurer for the Board of Directors for Charlatan Publications Inc.****May 2015 - Aug 2016**

Carleton University's Independent Student Newspaper, Ottawa, Ontario

- Chairing the finance committee, which includes creating an annual budget, implementing cost savings and surplus generating initiatives, and evaluating the effectiveness of internal controls
- Acting as a signing authority for any payments and fixed income market investments
- Using QuickBooks to perform accounts payable, accounts receivable and payroll functions, and reports to inform the Board at each meeting on finance related matters
- Representing the Corporation to the auditors, bookkeepers, banks, lawyers and any other financial resources
- Filing all relevant documentation with Corporations Canada to attain a Non-for-Profit Organization status; this includes making changes to the By-Laws and the Constitution then presenting them to the Board for approval

**Additional**

- Tutor for *Accounting for Business Combinations* (BUSI 3001 Carleton University course)  
• Created instructional YouTube videos for *Accounting for Business Combinations*  
<https://youtu.be/RyFCIX42eJ8>  
**Sept 2015 - Dec 2016**
- First Aider at Sprott Business Student Society Soccer Tournament  
**Sept 2012**
- Sprott Business Student Society Street Team Chair  
• Oversaw 40 students, delegated marketing oriented tasks and worked closely with a student society marketing team to successfully raise awareness regarding professional and leisure events  
**Sept 2011 - Dec 2011**
- Sprott Orientation Manager  
• Dedicated a week, two consecutive years to greet, move in, accommodate and orientate first year students  
**Sept 2011 & 2012**